



CAPITOL THEATRE

**MINUTES OF THE
GREATER WHEELING SPORTS & ENTERTAINMENT AUTHORITY
April 25, 2023**

Members Present: Mayor Glenn Elliott (Chair), Robert Herron, Karen Stakem, John Culler, Kevin Duffin, Rocky Fitzsimmons, Ned George, Rich Lucas, Dave Palmer, David Croft

Members Absent: None

Others Present: Nancy Hughes (Arena/Theatre), Kelly Tucker (Arena/Theatre)

Media: None

With a quorum present Mr. Elliott, called the meeting to order at 12:01 pm.

On a motion by Mr. Croft and seconded by Mr. Fitzsimmons, minutes of the March 28, 2023, meeting were passed unanimously.

FINANCIAL REPORT

Revenues, Expenses Report – Mrs. Hughes

WesBanco Arena / Capitol Theatre

Total Income for the month of March	\$454,541.06
Total Operating Expenses for the month of March	\$385,613.40
Net Operating Income Profit for the month of March	\$68,927.66
Total Other Income for the month of March	\$4,314.35
NET Income for the month of March	\$72,242.01

- The fiscal year to date NET Operating Loss (\$218,803.34)
- Cash in the Operating account as of 03/31/23 \$258,175.07

Mrs. Hughes included in her presentation a few nontraditional reports including the ARPA activity summary that is provided to the City of Wheeling monthly and a fiscal year to date report of Revenue generated by events at the Arena and Theatre. March was a big month for us with five of our "Top 10" revenue producing events, PBR, Aaron Lewis, MEC, Globetrotters, and Nailers Game #31. As of March 31, 2023, PBR is the top revenue producing event with \$113,522.00 (after reimbursed expenses were subtracted). Mrs. Hughes again highlighted the impact of concession revenue as an important part of our income.

Motion to accept the Financial Report– Mr. Palmer
Second – Mrs. Stakem

Motion passed unanimously

OPERATIONS REPORT

Ms. Tucker reported on the following information:

- Events have started to slow down this month
 - Nailers season has ended, the ice will be taken out next week. I was unable to get commitments for ice time over the summer, starting to put feelers out for the summer months of 2024
 - Great shows at the theatre this month
 - Sold out Casting Crowns, Almost Queen, Doo Wop and finishing the month with our final Broadway show
- New announcements for the theatre since last month
 - Encanto Sing Along, WASP, Nate Bargatze and Wheel of Fortune
- TBT has officially chosen their dates, July 24-July 30th
 - This includes four games on Tuesday, the 25th, two games on Thursday the 27th, one game on Saturday the 29th and a quarterfinal game on Sunday the 30th (Winner of the Syracuse and Wheeling Regionals)
 - It looks like Pitt will have an alumni team along with Penn State, and Maryland
 - Pre-Sale starts 5/1 and Public on sale 5/4
- Chef's Auction, graduations and dance recitals keeping us busy through the month of May.
- Our contract with Coke has ended, meeting with them tomorrow and will be sending out RFP (Right for Proposal) so that Pepsi can bid on it as well
- Our maintenance staff will be working with Josh from the City for events at Heritage Port this summer. They will be responsible for trash removal and public bathrooms.
 - I met with Rose from the City, and we will be able to pay them an event rate that does not interfere with their hours of work at the arena and theatre

Updates

- Mark Stuckey is doing much better and will slowly be starting back to work within the next 30 days
- The new processor was ordered for the video system
- Met with Segra and Michael Llyod on Friday regarding the fiber install. I should have a cost comparison between Segra and Comcast within the next 2 weeks.

Motion to accept the Operations Report – Mr. Duffin

Second – Mr. Fitzsimmons

Motion passed unanimously.

COMMITTEE REPORTS

None

NEW BUSINESS

Ms. Tucker presented a motion to hire an internal marketing manager for the GWSEA with a salary range between \$40,000-\$50,000

Motion to approve New Marketing Manager Hire – Mr. Culler

Second – Mr. Lucas

Motion passed unanimously

Ms. Tucker also made a presentation to the board for salary raises for current full-time staff members. She would award the raises based on merit at her discretion.

Motion to approve Salary Raises – Mr. Croft

Second – Mr. Culler

With no further business Mr. Elliott adjourned the meeting at 12:29 pm.

The next regularly scheduled meeting of the Board will be May 30, at 12:00 noon.

Respectfully submitted,

Glenn Elliott, Chairman

David Croft, Secretary